

Job Title:	Police Officer III (Criminal Intelligence Officer)
Job Description Number:	1040
Department/Division:	Police/Strategic Planning and Analysis
Exemption Status:	Non-exempt
Pay Grade:	P3.3
Immediate Supervisor:	Administrator, Strategic Planning and Analysis
Normal Work Schedule:	Mon-Fri, 8 hours/day

Brief Description of the Job:

Under the supervision of the Strategic Planning and Analysis Administrator, the Criminal Intelligence Officer will document circumstances, evidence, interviews, videos, social media, and other materials related to criminal activity and analyze them into a logical framework to understand relationships and identify patterns of crime, criminals, locations, and criminal organizations/enterprises. The Criminal Intelligence Officer will ensure the proper collection, assessment, correlation, analysis, and dissemination of criminal intelligence for the Greenville Police Department. The Criminal Intelligence Officer will serve as a liaison between patrol, detectives, Vice/Narcotics, Community Response Team, and Task Force members, both as conduit of information and an active collaborator to generate actionable intelligence for the police department. This position is responsible for enjoining, interpreting and correlating information from intelligence and investigative files to guide and direct patrol operational strategies and investigative and prosecutorial approaches and activities.

Essential Functions:

Conduct and disseminate criminal intelligence analyses (60%): Initiate data and link analyses as the result of statistical trends and/or information received from numerous sources and resource areas. Develop and distribute tactical and strategic intelligence throughout the department and to partnering criminal justice agencies, such as the Sheriff's Office, SLED, other police agencies, Solicitor, US Attorney, and other federal enforcement agencies. Prioritize and conduct intelligence related investigations and provide analyses from a tactical and strategic intelligence perspective.

Ensure proper development, management and processing of quality analytical products, and compliance with state and federal regulations (15%): Organize, clarify, and simplify intelligence data for internal and external stakeholders. Develop and manage intelligence information protocols to support effective analyses. Evaluate departmental data collection, use and retention protocols with state and federal regulations to ensure statutory compliance. Continually review regulations in order to remain current on changes to state and federal intelligence management

Act as interagency liaison (15%): Coordinate intelligence and analyses with local, state, and federal law enforcement agencies, maintaining contacts with representatives of other law enforcement and government agencies, such as ROCIC (Regional Organized Crime Information Center), SCIEEX (SC Information Exchange), SLED, GangNet, and ATF (Alcohol Tobacco and Firearms), DEA (Drug Enforcement Administration), and FBI Task force personnel

Obtain and transfer expert knowledge of police criminal intelligence standards and best practices (10%): Develop training, curriculum, and presentations to enhance GPD criminal intelligence operations and standards based upon best practices gained from intelligence analysis conferences, lectures, training, and seminars. Participate in department, City, or regional intelligence and information sharing meetings as a representative of the GPD. Provide supplemental assistance and direction to department members about the appropriate documentation, information collection, storage, analysis, and retrieval of data and intelligence.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Light strength demands include exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

Physical Demands: Continuously requires vision, hearing, and sitting. Frequently requires fine dexterity, walking, and talking. Occasionally requires standing, foot controls, carrying, pushing/pulling, bending, and reaching and lifting. Rarely requires, climbing, crouching, and kneeling. Never requires crawling or balancing.

Machines, Tools, Equipment, and Work Aids: Computers/keyboards, smartphone, vehicle, desk, chair, securable office space.

Computer Equipment and Software: Standard computer or laptop with docking station, local/state/federal police database access, secret or top secret federal clearances as may be required by federal agencies, link-analysis software and deconfliction software, analysis programs, other software applications as may be developed or implemented to support criminal intelligence development and analytics.

Working Conditions

Overall Working Conditions: Good: Relatively free from unpleasant environmental conditions or hazards.

Environmental Factors: None.

Health and Safety: None.

Primary Work Location: Office Environment.

Protective Equipment Required: None.

Non-Physical Demands

Frequently time pressures, frequent change of tasks, performing multiple tasks simultaneously, and working closely with others as part of a team. Occasionally tedious or exacting work and noisy/distracting environment. Rarely encounters emergency situations and irregular schedule/overtime.

Job Requirements

Formal Education: Bachelor's degree or equivalent is required.

Experience: Requires over four years' experience as a Police Officer, Detective, or an Intelligence Analyst with knowledge of investigative techniques, and demonstrated competencies using Microsoft Office applications, and graphics software to present data and relationships.

Driver's License Required: Class D South Carolina license.

Certifications and Other Requirements: Certification in Business Process Management or Business Analysis preferred.

Job Demands

Reading: Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

Math: Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Writing: Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal documents and correspondence.

Human Collaboration Skills: Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction. Work has a high impact on the organization. External contacts include Greenville County IT, FBE, DEA, ATF, ROCIS (RISS) and SLED. Internal contacts include Police Captains, Lieutenants, Sergeants, Officers and Crime Analysts.

Management and Supervision: Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling. Complex scope of supervision.

Technical Skill: Advance Skill: Work requires advanced skills and knowledge in approaches and system, which affect the designs and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Advanced application: Consequences of work affects accuracy of multiple projects.

Fiscal Responsibility: Position may make requests for budget allocations, but has no direct fiscal authority.

Freedom to Act and Impact of Action

Receive General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.